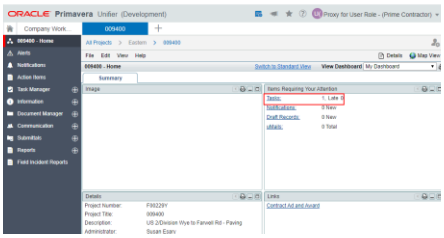
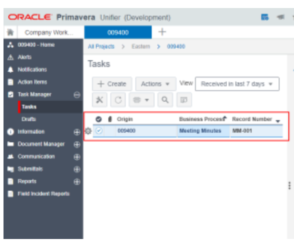
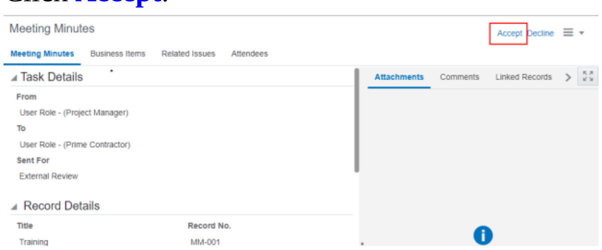
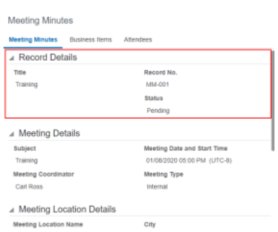
Meeting Minutes-4: External Review

Step	Action
1.	Click **Tasks**. 
2.	Double-click the **Meeting Minute** Record to open it. 
3.	Click **Accept**. 
4.	Review **Record Details**. 

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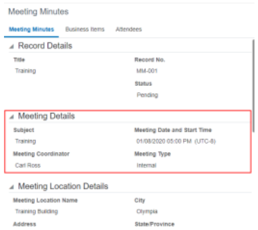
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Review Meeting Details.

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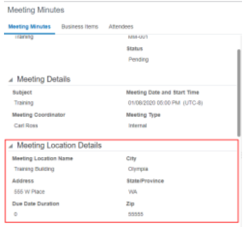
<tr><td>6.</td><td>Review Meeting Location Details.

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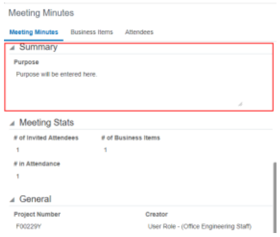
<tr><td>7.</td><td>Review Summary section.

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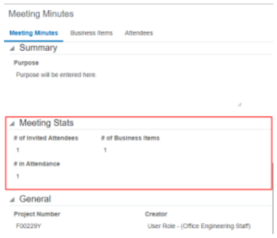
<tr><td>8.</td><td>Review Meeting Stats section.

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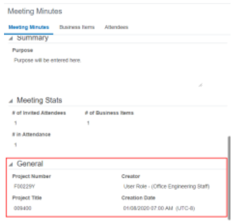
<tr><td>9.</td><td>Review General section.

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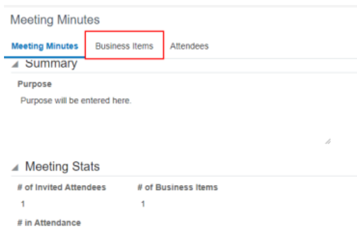
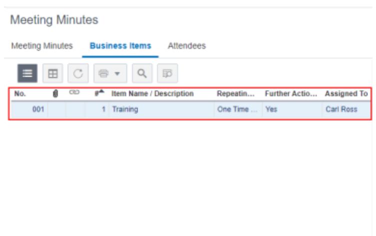
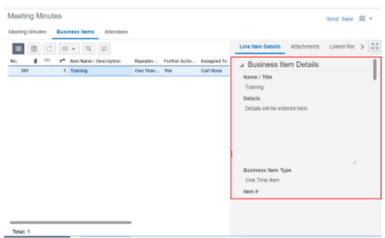
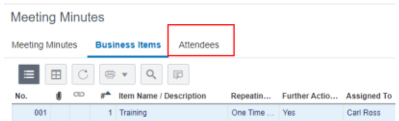
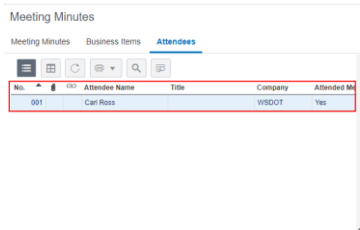
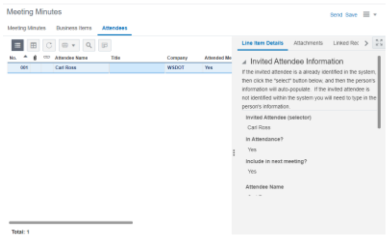
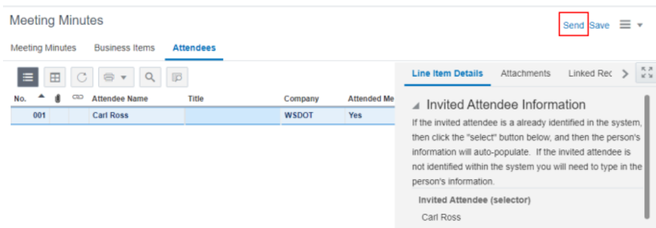
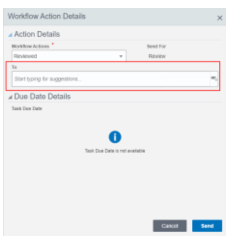
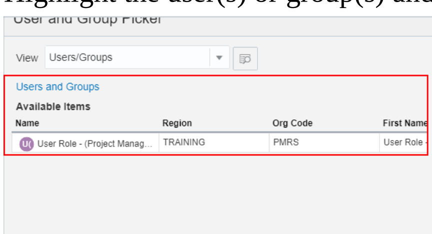
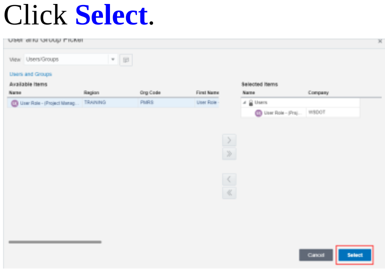
Step	Action
10.	Click **Business Items** tab. 
11.	Highlight a **Business Item** to review. 
12.	Review **Line Item Details** (Business Item Details, Meeting Conclusion Details, Follow Up Action Required, etc.). 
13.	Click **Attendees** tab. 
14.	Highlight an **Attendee** to review. 

Step	Action
15.	Review **Attendee** information. 
16.	Click **Send**. 
17.	Click **To** to select the user(s) and/or group(s) to receive the record. Note: Workflow Actions defaults to Reviewed 
18.	Highlight the user(s) or group(s) and click **Right Arrow**. 
19.	Click **Select**. 

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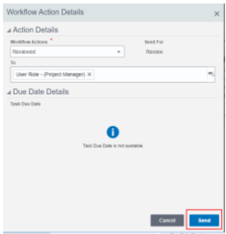
<tr><th>Step</th><th>Action</th></tr>
<tr><td>20.</td><td>Click Send to forward record to next step in workflow.

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<tr><td>21.</td><td>End of Procedure.</td></tr>
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